

El Monte Safety Committee Quarterly Meeting
March 19, 2003, 1:30-2:30
Via Video Conference

Those who attended:

In El Monte: Bill Yates, Martin Cvjetkovic, Jack Horrocks, Steve Albu, Laurie Rivera, Scott Rowland, Annette Hebert, Rosemarie Huizar, Michael Carter, Raphael Susnowitz, John Urkov, Mark Fuentes and Allen Lyons.

In Sacramento: Gayle Yost and Cindy Francisco.

Log 300 Review

There have been two workers compensation claims filed so far in El Monte during 2003.

Vehicle Accident Log Review

There have been no vehicle accidents so far in 2003.

Emergency Action Plan Drafts

Cindy Francisco will be contacting each Emergency Action Coordinator in the next couple weeks to discuss and finalize the Emergency Action Plan and Shelter in Place procedures for their facility.

First Aid Contents

Dr. Stephen Weyers granted permission for ARB to include Full Face/Eye Shield with Ear Loops within our first aid kits. We decided that it would be best to provide the Full Face/Eye Shield with Ear Loops to those who are trained in their use. Each division will be responsible for providing them for their staff, if they so choose. A copy of the approval from the State Medical Officer was sent to Laurie Rivera (MSCD), Vickie Stoutingburg-Allewine (MSOD), Mark Fuentes (MLD) and Bill Yates (MLD) for their records.

2002 Safety Inspection Responses

A Response to the 2002 Safety Inspection for Annex 1 has not yet been submitted. Annette Hebert stated that she will provide the response.

Earthquake Preparedness Video Showing

The usual earthquake drills that include an evacuation of all staff has been canceled this year due to the construction work. Instead, Bill Yates has made arrangements to show a video on earthquake preparedness by the Red Cross. The video is scheduled to be shown on April 2. Three Red Cross brochures will also be distributed to staff: "Your Family Disaster Plan," "Food & Water in an Emergency," and "Pets and Disasters: Get Prepared." Thank you, Bill Yates, for making the arrangements for this safety training.

Flair Park Security and Business Manager's Association Meeting Report

Bill Yates reported that at their last meeting a representative of the El Monte Police Department discussed planning for terrorism. The next meeting will be held on March 27 at 7:30 am. Bill Yates will distribute information about the meeting's topic closer to the meeting date.

Facility Management Update

There was nothing to report from Facility Management. Mark Fuentes and Raphael Susnowitz updated the Committee on the asbestos abatement project and modification to the alarm system for the breezeway project.

Other Items Discussed

Rosemarie Huizar presented concerns about a possible malfunction of the disabled access doors to Annex 3. Cindy Francisco contacted Facility Management about the problem.

Rosemarie Huizar also raised concerns that there are no fire extinguishers in Annex 3. Cindy Francisco believes that the building owner provided 3 in Annex 3. If ED would like to purchase additional fire extinguishers, they may complete a form 5 and then they will be responsible to ensure that they are serviced each year and checked monthly. A reminder was given to have all ARB owned fire extinguishers in all facilities checked monthly in order to be in compliance with Title 8.

Bill Yates reported that a sign was posted at the front door of HSL to remind staff to make sure that the door latches when they leave after hours.

Annette Hebert was given a two-way radio as the Emergency Action Coordinator for Annex 1. Martin Cvjetkovic will provide additional training to the Emergency Action Coordinators and their alternates on how to properly use the two-way radio during an emergency.

The next meeting will be scheduled in early June from 9:00-10:00 am. It is not determined whether it will be held via video-conference or in person.